

## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (SUMMARY)

#### Project Information:

Lead Agency:	Glenn County Transportation Commission
Project Name:	Transit Facilities Solar installation
Project Type: <i>See Attachment A</i>	B3: Upgrade transit stops/stations to support active transportation and encourages ridership
Description of Project (Short):	Install solar lighting at existing transit stops starting with stops with existing bus shelters. Rolling this year's funds to start project next year.
Project Location:	Willows, CA and various locations within Glenn County
Project Start Date (anticipated):	9/1/2016
Project End Date (anticipated):	9/1/2017

#### Funding Information:

Funding Year:	2016
Requested Amount of PUC 99313:	\$27,827
Requested Amount of PUC 99314:	\$0
Total LCTOP Funding:	\$27,827
Total Project Cost:	\$ 83,481

#### Project Benefits:

##### Greenhouse Gas Benefits (off of worksheet)

Estimated GHG Reduction:	25.6
Project Life:	20 yrs.
Estimated Total GHG Reduction:	25.6

##### Disadvantaged Communities (DAC) Benefits:

Does your service area have a DAC?	Not as defined by SB 535
Does the Project Benefit a DAC?	
Identify the DAC Census Tracts?	
Identify Specific DAC Benefit Criteria? <i>See Attachment B</i>	
Qualitative Description of DAC Benefit?	
Describe the DAC Need Project Addresses?	
Total GGRF \$ Allocated to DAC	27827

##### Co-benefit

Critical Air Pollution Reduction:	
VMT Reduction:	25398
Ridership Increase	900 riders
Fuel Ues Reduction:	N/A
Energy Use Reduction:	

## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (ALLOCATION)

<b>Regional Entity:</b> Glenn County Transportation Commission	
<b>Project Lead:</b> Glenn County Transportation Commission	<b>County:</b> Glenn
<b>Project Title:</b> Transit Facilities Solar installation	

#### **Project Lead:**

I certify the scope, cost, schedule, and benefits as identified in the attached Allocation Request (Request) and attachments are true and accurate and demonstrate a fully funded operable project. I understand the Request is subject to any additional restrictions, limitations or conditions that may be enacted by the State Legislature, including the State's budgetary process and/or auction receipts. In the event the project cannot be completed as originally scoped, scheduled and estimated, or the project is terminated prior to completion, project lead shall, at its own expense, ensure that the project is in a safe and operable condition for the public. I understand this project will be monitored by the California Department of Transportation - Division of Rail and Mass Transportation.

<b>Name:</b>	Di Aulabaugh
<b>Signature:</b>	
<b>Title:</b>	Executive Director
<b>Agency:</b>	Glenn County Transportation Commission
<b>Date:</b>	<b>Amount:</b> \$ 27,827

#### **Contributing Sponsor(s):**

\*If this project includes funding from more than one project sponsor, the project lead above becomes the "recipient agency" and the additional contributing project sponsor(s) must also sign and state the amount and type of LCTOP funds (PUC Sections 99313 and 99314) contribution. Sign below or **attach a separate officially signed letter providing that information. If there is more than one contributing sponsor, please submit additional page, or a letter from the additional contributors.**

<b>Name:</b>	
<b>Signature:</b>	
<b>Title:</b>	
<b>Agency:</b>	
<b>Date:</b>	<b>Amount:</b>

## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (FUNDING)

	<i>LCTOP Allocation</i>	<i>15/16</i>	<i>16/17</i>	<i>17/18</i>
<b>Request Amount per PUC 99313:</b>	\$27,827	\$0	\$0	\$0
<b>Request Amount per PUC 99314:</b>	\$0	\$0	\$0	\$0
<b>Total Project Allocation Request:</b>	\$27,827	\$0	\$0	\$0
<b>Project Title:</b>	Transit Facilities Solar installation			
<b>Project Location/Address:</b>	Various throughout Glenn County			

### Table 1: Project Lead Information

		Legislative District Numbers	
Agency Name:	Glenn County Transportation Commission	Assembly:	3
Contact Person:	Mardy Thomas	Senate:	4
Contact Phone #:	530-934-6530	Congressional:	
Email Address:	<a href="mailto:mthomas@countyofglenn.net">mthomas@countyofglenn.net</a>	Amount:	\$27,827
Address:	777 N. Colusa St.	PUC Funds Type:	99313
	Willows, CA 95988		

### Table 2: Contributing Sponsor Information

Name:	Amount :	PUC Fund Type:
Contact:	\$	
Contact Phone #:	\$	
Email Address:		
Address:		
<b>Other Contributing Sponsors: (Attach sheet with contact information)</b>	<b>Amount:</b>	<b>PUC Fund Type:</b>
Name:	\$	
Name:	\$	
Name:	\$	
<b>TOTAL \$0</b>		

(\*Contributing project sponsors provide signed letters of verification as to amount and eligibility or sign cover page)

## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (PROJECT)

**Table 3: Type of Project**

See Attachment A for category of project (example: Category 1A Implement new or expanded transit service (for new routes or expansion of existing routes).

Operations Projects				Capital Projects			
<input type="checkbox"/>	A1	<input type="checkbox"/>	Ai	<input type="checkbox"/>	B1	<input checked="" type="checkbox"/>	Bi
<input type="checkbox"/>	A2	<input type="checkbox"/>	Aii	<input type="checkbox"/>	B2	<input type="checkbox"/>	Bii
<input type="checkbox"/>	A3	<input type="checkbox"/>	Aiii	<input checked="" type="checkbox"/>	B3	<input type="checkbox"/>	Bii
<input type="checkbox"/>	A4	<input type="checkbox"/>	Aiv	<input type="checkbox"/>	B4		
<input type="checkbox"/>	A5						

**Table 4: Project Summary**

**a) Project Description** - Describe the project in your own words, using comprehensive overall project description regarding improvements to be made, increased level of service and performance goals.

Glenn Transit Service operates an intercity fixed route bus service with stops in Glenn County's various communities. This service provides access to jobs, education, medical, and other essential services only available in nearby Butte County. Most of the the stops are primitive and it is difficult for drivers to see passengers waiting at stops during early morning and evening hours where there is little or no light. The project will install solar lighting solutions at the bus stops to improve the safety and comfort of passengers. It is anticipated that these upgrades will induce additional ridership and improve the overall image of the transit service with the general public.

**b) Project Location** - Describe the location of the project. Also provide an 8 1/2" X 11" project site map that shows the transit service area and project location. Use link to CalEPA website for information,  
<http://www.calepa.ca.gov/EnvJustice/GHGInvest/default.htm>.

There are existing bus stops at various locations within Glenn County. Please see the attached location map showing where Glenn County is in relation to the State of California and a route map for the Glenn Ride intercity fixed route bus service.

**c) Project Life** - For capital projects, state the Useful Life of the Project. For operations project state the number of months service will operate.

Capital: 20 years for lighting

Operations:

## PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

**Table 5: Description of Major Benefits/Outcomes**

**a) Greenhouse Gas Reduction** - Describe how this project will reduce greenhouse gases and any assumptions or data that support this description. For example, "The expanded transit service will reduce VMT and greenhouse gas emissions by replacing auto trips with transit trips. Initial estimates indicate that the expansion could add 50 commuter bus riders per day to replace an average auto trip of 10 miles each way." If available, please provide the expected amount of VMT reductions and greenhouse gas reductions.

With solar lighting supplied at transit stops, it is anticipated that potential transit patrons will feel more comfortable using transit as an option for their routine transportation needs. It is estimated that ridership would increase approximately 2% which would add about 900 riders over the course of a year. Assuming these individuals would use transit along the full length of the route, a round trip commute for each rider of 76 miles would be replaced.

**b) Increased Mode Share** - Describe how this project will directly increase mode share.

This project will not directly increase mode share. The indirect effects of increase passenger amenities should help to encourage ridership and increase mode share.

### c) Disadvantaged Communities (DAC) Project Criteria

See Attachment B for DAC Criteria to Evaluate Projects (example: Category 1B Project provides transit incentives to residents with a physical address in a disadvantaged community (e.g., vouchers, reduced fares, transit passes)).

#### Low Carbon Transportation Projects

	1A		2A
	1B		2B
	1C		2C
	1D		

#### Transit Projects

	1A		1G		2E
	1B		1H		2F
	1C		2A		2G
	1D		2B		2H
	1E		2C		2I
	1F		2D		

**d) Disadvantaged Communities (DAC) (if applicable\*)** - Describe how this project will directly benefit the DAC(s) within your service area in your own words. For agencies whose service area includes disadvantaged communities, at least 50 percent of the total moneys received shall be expended on projects that will benefit disadvantaged communities.

There are no DAC's as defined by SB 535 within Glenn County.

## Low Carbon Transit Operations Program (LCTOP)

### PROJECT DESCRIPTION AND ALLOCATION REQUEST (BENEFITS/OUTCOMES)

**Table 5: Description of Major Benefits/Outcomes**

**e) Co-Benefits** - Check all additional Benefits/Outcomes.

<input checked="" type="checkbox"/> Improved Safety	<input type="checkbox"/> Coordination with Educational Institutions
<input type="checkbox"/> Improved Public Health	<input type="checkbox"/> College/University <input type="checkbox"/> Grades K-12
<input checked="" type="checkbox"/> Reduced Operating/Maintenance Cost	<input type="checkbox"/> Promotes Active Transportation (walking, biking)
<input checked="" type="checkbox"/> Increase System Reliability	<input type="checkbox"/> Promotes integration with other modes of transportation
<input type="checkbox"/> Other Benefits (describe below)	

**f) Co-Benefits** - Describe benefits indicated above in d) and any other benefits not listed.

The addition of lighting will make transit patrons more visible and help them to feel more secure in using transit as alternative to driving.

**Table 6: Project Schedule**

Capital Projects	
Begin Construction Phase (Contract Award)	2/1/2018
End Construction Phase (Contract Acceptance)	3/31/2018
Begin Vehicle/Equipment Order (Contract Award)	
End Vehicle/Equipment Order (Contract Acceptance)	
Begin Closeout Phase	4/30/2018
End Closeout Phase	5/31/2018

Operations Projects	
Begin expanded/enhanced transit services	
End expanded/enhanced transit services	
Begin Closeout Phase	
End Closeout Phase	

**START DATE FOR LCTOP FUNDED PHASES MAY NOT PROCEED PROJECT APPROVAL LETTER.**

*Pre-construction costs (e.g design, environmental and right-a-way) are not eligible to be funded by LCTOP funds, they must be funded by other sources.*





California Air Resources Board (ARB)  
Greenhouse Gas Emission Reduction Calculator for the  
California Department of Transportation (Caltrans)  
Low Carbon Transit Operations Program (LCTOP)  
Greenhouse Gas Reduction Fund  
Fiscal Year 2015-16

\*\*Updated Emission factors on December 18, 2015.

The California Air Resources Board (ARB) is responsible for providing the quantification methodology to estimate greenhouse gas (GHG) emission reductions from projects receiving monies from the Greenhouse Gas Reduction Fund (GGRF).

This GHG emission reduction calculator accompanies the quantification methodology for the fiscal year (FY) 2015-16 GGRF Low Carbon Transit and Operations Program (LCTOP) available at: <http://www.arb.ca.gov/cc/capandtrade/auctionproceeds/finalictopgm.pdf>

Applicants must use this calculator to estimate the GHG reductions associated with the LCTOP projects. Refer to the quantification methodology document for background, step by step detailed instructions and examples. To use this calculator, follow these steps:

**Step 1** Identify the LCTOP proposed project type(s): The applicant must select at least one eligible project type from Tables 1 or 2 and may select additional project types from Tables 3 or 4.

**Step 2** Determine the inputs needed: The applicant will use Tables 5 and 6 to determine the required project details needed for input into this calculator tool for the applicable project type selected in Step 1.

**Step 3** Estimate GHG emission reductions: The applicant will enter the project details identified in Step 2 into this calculator tool to calculate the GHG emission reductions of the proposed project.

**Read Me Tab (this page):**

Enter the Project Name, Project ID and the contact information for person who can answer project specific questions from staff reviewers on the quantification calculations. The Project ID is assigned by Caltrans. This file will be submitted with other documentation requirements. Please use the following file naming convention: "[Project ID]\_[Project Name]" not to exceed 20 characters. For example, if the application ID is "1-1C\_001," the project name is "Transit BRT," and the file is the input file, the file name may be "1-1C\_001Transit BRT." Project names may be abbreviated.

Project Name:	Transit Facilities Solar Installation
Project ID:	
Contact Name:	Mardy Thomas
Contact Phone Number:	530-934-6530
Contact Email:	mthomas@countyofglenn.net
Date Completed:	

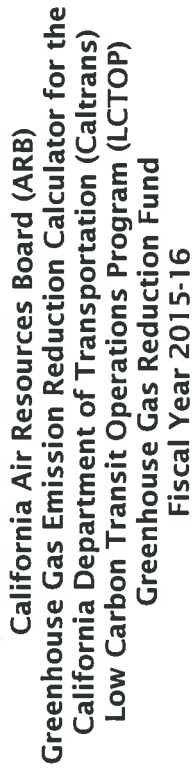
**Inputs Tab:**

Headers in red indicate input needed by the project applicant. For each row, applicants must work from left to right and enter all relevant data. Some cells may not be applicable to the project. These cells will turn black and be locked based on inputs. Applicants should use as many rows as necessary to characterize all relevant features of the proposed project. Definitions are provided in the definitions tab, including how to determine Year 1, Year F, and adjustment factors. Inputs must be substantiated in the documentation provided to ARB; see Section C. Documentation of the quantification methodology.

Submit documentation: Save file for submittal. See Section C. Documentation of the quantification methodology for additional documentation requirements.

For more information on ARB's efforts to support implementation of GGRF investments, see: [www.arb.ca.gov/auctionproceeds](http://www.arb.ca.gov/auctionproceeds)  
Questions on this document should be forwarded to [GGRFProgram@arb.ca.gov](mailto:GGRFProgram@arb.ca.gov)  
Questions on the LCTOP program should be forwarded to [LCTOPcomments@dot.ca.gov](mailto:LCTOPcomments@dot.ca.gov)





**© Air Resources Board**

## Transit Facilities Solar Installation

5

[illegible]







California Environmental Protection Agency



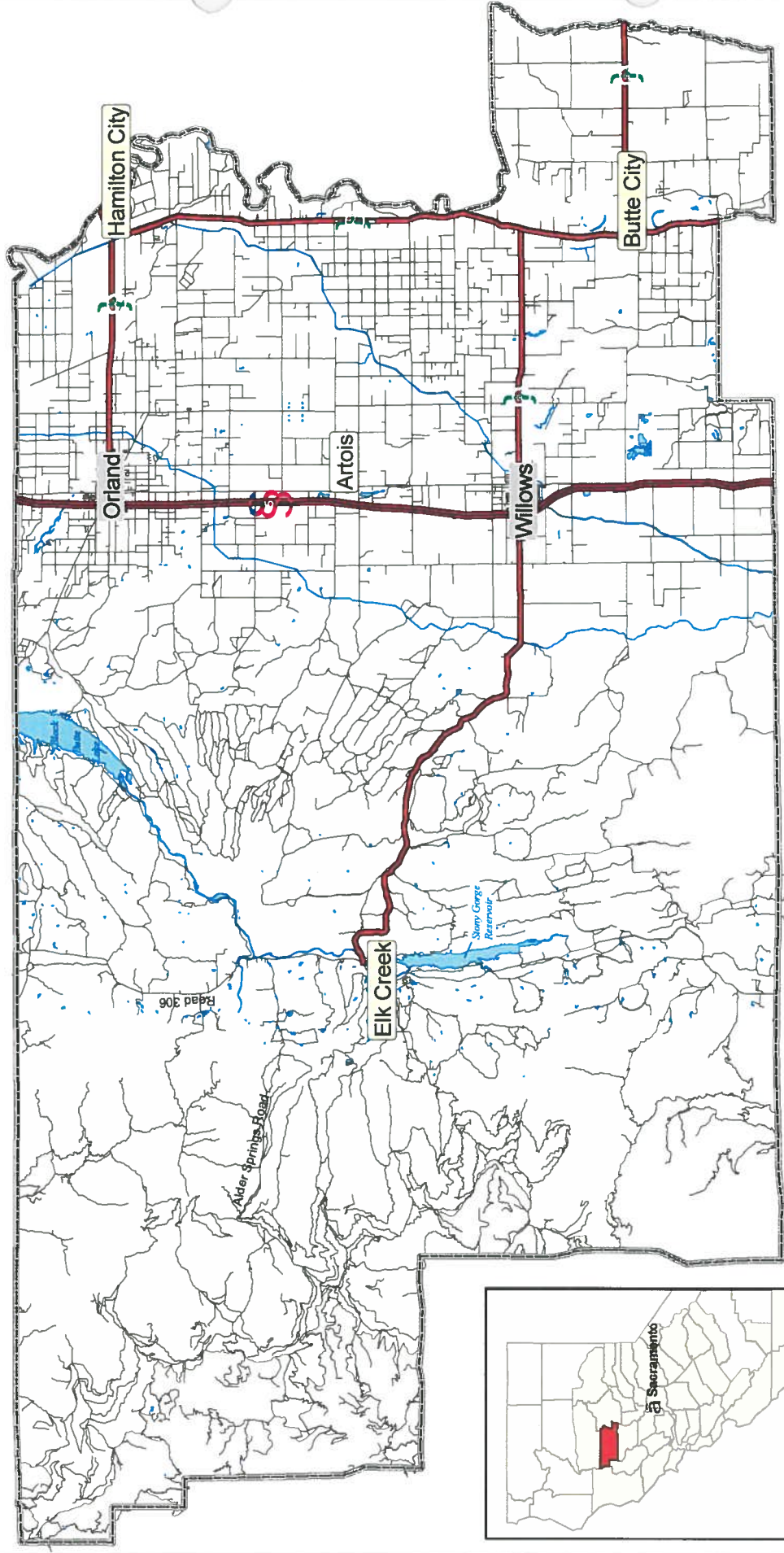
**California Air Resources Board (ARB)**  
**Greenhouse Gas Emission Reduction Calculator for the**  
**California Department of Transportation (Caltrans)**  
**Low Carbon Transit Operations Program (LCTOP)**  
**Greenhouse Gas Reduction Fund**  
**Fiscal Year 2015-16**

<b>Project Name:</b>	Transit Facilities Solar Installation
<b>Project ID:</b>	0

Inputs in **RED** must be filled out

Results	GHG Emissions (MTCO2e)	Description
Net GHG Benefits	25.60	Total GHG Emission Reductions (MTCO2e)
LCTOP Funds Requested (\$)	27,827.00	Funds requested per State Controller's Office Eligible list for FY 2015-16
Total LCTOP Funds Requested (\$)	83,481.00	Includes all LCTOP allocations the applicant intends to utilize (up to three FY allocations including FY 2015-16) for the proposed project. Use the State Controller's Office Eligible list for FY 2015-16 allocation funding amounts to estimate the subsequent funding allocations.
Total GGRF Funds Requested (\$)	83,841.00	Includes the Total LCTOP fund requested and any other GGRF Program monies
Total GHG Emission Reductions /Total GGRF Funds Requested (\$)	0.0003	The metric to be reported in the application.

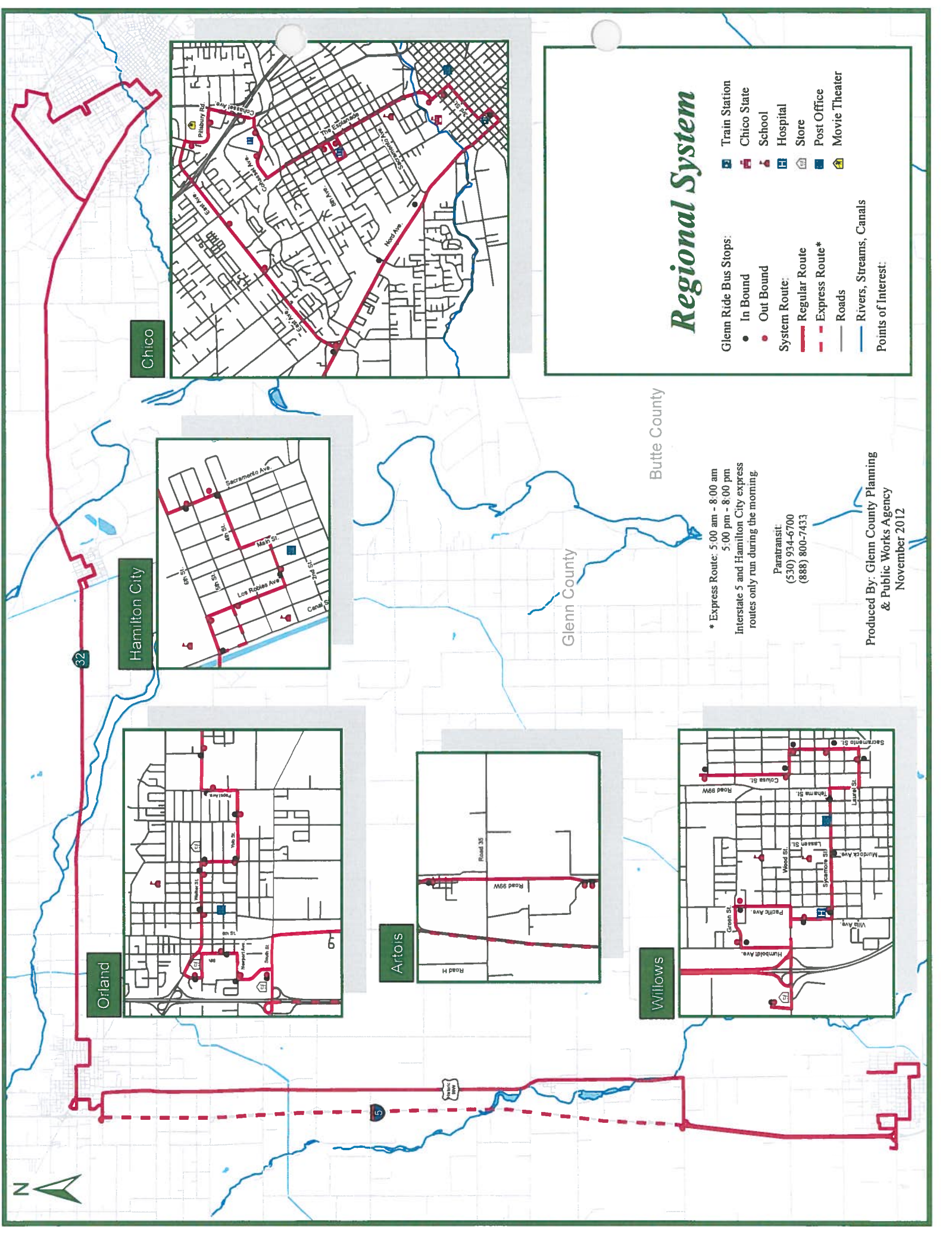
# Glenn County



10 Miles

Labels in gray denote an incorporated area.





Chico

Hamilton City

Orland

Artois

Willows

# Regional System

- Glenn Ride Bus Stops:**
- In Bound
  - Out Bound
- System Route:**
- Regular Route
  - - Express Route\*
  - Roads
  - Rivers, Streams, Canals
- Points of Interest:**
- Train Station
  - Chico State
  - School
  - Hospital
  - Store
  - Post Office
  - Movie Theater

\* Express Route: 5:00 am - 8:00 am  
5:00 pm - 8:00 pm  
Interstate 5 and Hamilton City express routes only run during the morning


Paratransit:  
(530) 934-6700  
(888) 800-7433

Produced By: Glenn County Planning  
& Public Works Agency  
November 2012

## Low Carbon Transit Operations Program TOTAL PROJECT COST AND FUNDING PLAN

The following Funding Plan has been reviewed and approved by the undersigned. It includes a complete list of funds for this project and is the total cost of the project, including LCTOP funds.

Person preparing this form (please type or print) **Mardy Thomas** Phone: **530-934-6530** Date: **1-29-2016**

Approval Authority: Sign and date  2/1/16 Typed name and phone number: **Di Aulabaugh, (530) 934-6530**

Shaded fields are automatically calculated. Please do not fill these fields.

Proposed Total Project Cost								
Component	Prior	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Project Total
PA&ED		0	0	0	0	0	0	0
PS&E		0	0	0	0	0	0	0
R/W		0	0	0	0	0	0	0
CON		0	0	0	0	0	0	0
Veh/Equip Purchase		0	27,827	27,827	27,827	0	0	83,481
Operations/Other		0	0	0	0	0	0	0
<b>TOTAL</b>		0	27,827	27,827	27,827	0	0	83,481

Low Carbon Transit Operations Program (LCTOP)								
Component	Prior	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase		27,827	27,827	27,827				83,481
Operations/Other								0
<b>TOTAL</b>	0	27,827	27,827	27,827	0	0	0	83,481

Funding Source:								
Component	Prior	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
<b>TOTAL</b>	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
<b>TOTAL</b>	0	0	0	0	0	0	0	0

Funding Source:								
Component	Prior	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total
PA&ED								0
PS&E								0
R/W								0
CON								0
Veh/Equip Purchase								0
Operations/Other								0
<b>TOTAL</b>	0	0	0	0	0	0	0	0

## Low Carbon Transit Operations Program (LCTOP) AUTHORIZED AGENT

AS THE Executive Director  
(Chief Executive Officer / Director / President / Secretary)

OF THE Glenn County Transportation Commission  
(Name of County/City Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

\_\_\_\_\_  
(Name and Title of Authorized Agent) OR

\_\_\_\_\_  
(Name and Title of Authorized Agent) OR

\_\_\_\_\_  
(Name and Title of Authorized Agent)

Di Aulabaugh

Executive Director

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

  
(Signature)

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20 16

Attachment: Board Resolution approving Authorized Agent



## Low Carbon Transit Operations Program (LCTOP) CERTIFICATIONS AND ASSURANCES

**Project Sponsor:** Glenn County Transportation Commission

**Agency Name:** Glenn County Transportation Commission

**Effective Date of this Document:** 1/27/2016

The California Department of Transportation (Department) has adopted the following certifications and assurances for the Low Carbon Transit Operations Program. As a condition of the receipt of LCTOP funds, project lead must comply with these terms and conditions.

### A. General

- (1) The project lead agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
- (2) The project lead must submit to the Department a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

### B. Project Administration

- (1) The project lead certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The project lead assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
- (2) The project lead certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
- (3) The project lead certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
- (4) The project lead certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
- (5) The project lead certifies that they will notify the Department of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
- (6) The project lead must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
- (7) Any interest the project lead earns on LCTOP funds must be used only on approved LCTOP projects.
- (8) The project lead must notify the Department of any changes to the approved project with a Corrective Action Plan (CAP).
- (9) Under extraordinary circumstances, a project lead may terminate a project prior to completion. In the event the project lead terminates a project prior to completion, the project lead must (1) contact the Department in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to

verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.

- (10) Funds must be encumbered and liquidated within the time allowed.

### **C. Reporting**

- (1) The project lead must submit the following LCTOP reports:
- a. Semi-Annual Progress Reports by May 15<sup>th</sup> and November 15<sup>th</sup> each year.
  - b. A Final Report within six months of project completion.
  - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to the Department within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.
- (2) Other Reporting Requirements: ARB is developing funding guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with ARB's funding guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

### **D. Cost Principles**

- (1) The project lead agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The project lead agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
- a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and
  - b. Those parties shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (3) Any project cost for which the project lead has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 49 CFR, Part 18, are subject to repayment by the project lead to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the project lead to the State. Should the project lead fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the project lead from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

## E. Record Retention

- (1) The project lead agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project lead, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the project lead, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per ARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the project lead, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the project lead pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the project lead's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the project lead's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the project lead shall furnish copies thereof if requested.
- (3) The project lead, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

## F. Special Situations

The Department may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at the Department's discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

BY:

  
DI AULABAUGH, Executive Director  
Glenn County Transportation Commission

**GLENN COUNTY TRANSPORTATION COMMISSION  
RESOLUTION #2016-02**

**AUTHORIZATION FOR THE EXECUTION OF THE  
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS  
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)**

**WHEREAS**, the Glenn County Transportation Commission is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, the Glenn County Transportation Commission wishes to delegate authorization to execute these documents and any amendments thereto to the Executive Director.

**NOW, THEREFORE, BE IT RESOLVED** by the Glenn County Transportation Commission that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Executive Director of the Glenn County Transportation Commission be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED, by the Glenn County Transportation Commission this 18<sup>th</sup> day of February 2016, by the following vote:

AYES: Commissioners Foltz, Corum, Roundy, Williams, and Chair Hansen

NOES: None

ABSENT: None

ABSTAIN: None

GLENN COUNTY TRANSPORTATION COMMISSION

GARY HANSEN, Chairman

ATTEST:

DI AULABAUGH, Executive Director

APPROVED AS TO FORM:

HUSTON T. CARLYLE, Jr., County Counsel  
Glenn County, California

**GLENN COUNTY TRANSPORTATION COMMISSION  
RESOLUTION #2016-03**

**AUTHORIZATION FOR THE EXECUTION OF THE  
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT:  
TRANSIT FACILITIES SOLAR INSTALLATION \$83,481**

**WHEREAS**, the Glenn County Transportation Commission is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, the Glenn County Transportation Commission wishes to implement the LCTOP project(s) listed above,

**NOW, THEREFORE, BE IT RESOLVED** by the Glenn County Transportation Commission that the fund recipient agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**NOW, THEREFORE, BE IT RESOLVED** by the Glenn County Transportation Commission that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2015-16 LCTOP funds:

*Project Name: Transit Facilities Solar Installation*

*Amount of LCTOP funds requested: \$83,481*

*Short description of project: Install solar lighting at existing transit stops starting with stops with existing bus shelters.*

PASSED AND ADOPTED, by the Glenn County Transportation Commission this 18<sup>th</sup> day of February 2016, by the following vote:

AYES: Commissioners Foltz, Corum, Roundy, Williams, and Chair Hansen

NOES: None

ABSENT: None

ABSTAIN: None

GLENN COUNTY TRANSPORTATION COMMISSION

  
\_\_\_\_\_  
**GARY HANSEN**, Chairman

**ATTEST:**

  
\_\_\_\_\_  
**DI AULABAUGH**, Executive Director

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
**HUSTON T. CARLYLE, Jr.**, County Counsel  
Glenn County, California